



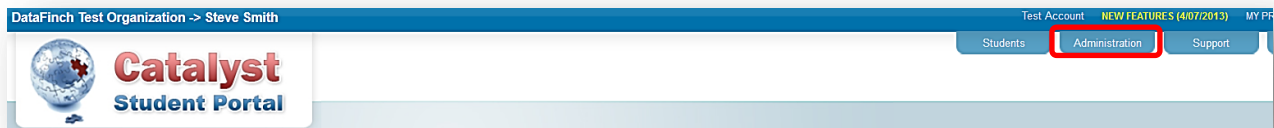
Maintenance Setup Guide

OVERVIEW

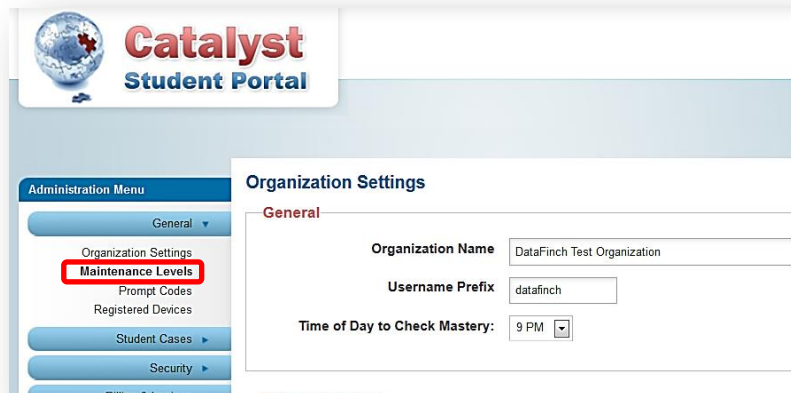
Catalyst's state-of-the-art maintenance system puts your students' skills to the test in a completely customizable and unique way. You can create maintenance levels and intervals for your organization, and apply them individually to students to meet your needs. Catalyst's automated maintenance checker scans your student accounts each week, and refreshes the maintenance list each Monday. Mastered skills will automatically appear on the device for maintenance at the interval you set.

MANAGING YOUR ORGANIZATION'S MAINTENANCE LEVELS

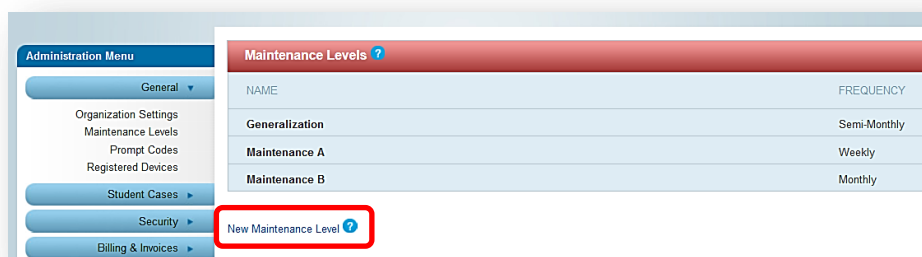
To create maintenance intervals for your organization, first go to your **Administration** tab.



From there, click **General** from the menu on the left side of the screen, and then select **Maintenance Levels**.



On the Maintenance Levels page, you can manage the maintenance intervals that are available to your entire organization. To create a new level, click **New Maintenance Level**.



Name your level, and choose a collection frequency from the drop-down menu.

Add Maintenance Level

Basic Information

Name:

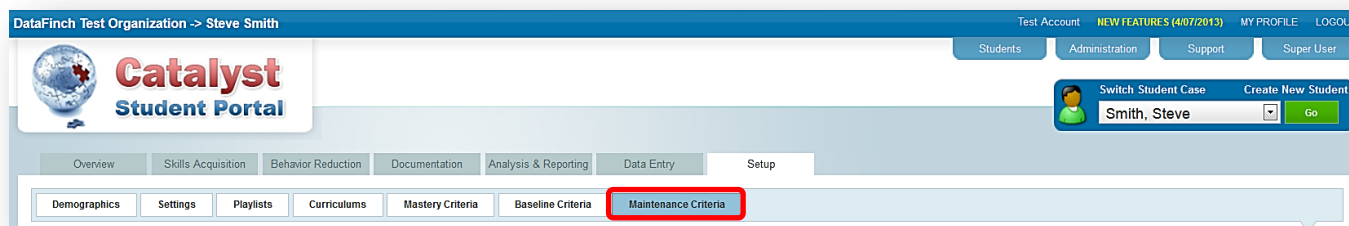
Collection Frequency: Daily (Once Per Day)

- Daily (Once Per Day)
- Weekly (Once Per Week)
- Monthly (Once a Month)
- Semi-Monthly (Twice a Month)
- Bi-Monthly (Every Other Month)
- Semi-Annually (Every 6 months)
- Annually (Once a year)

Note: Changes made on the Administration tab affect your entire organization. If you are not your organization's Catalyst administrator, please notify them of any changes planned. Additionally, maintenance levels can only be deleted via support request from an organization's authorized administrator.

IMPLEMENTING A MAINTENANCE SCHEDULE FOR YOUR STUDENT

To begin using your newly-created maintenance levels, you'll need to ensure that your student's items are set to feed into maintenance. Return to your **Students** tab to view a student case, and select the **Maintenance Criteria** sub-tab.



From this page, you can set *student-specific* maintenance workflow for targets. First, select the action that will occur upon an item's mastery. You can even specify a different action for items mastered in baseline, and items mastered in treatment, by selecting from the drop-down menus.

Maintenance Criteria ?

Initial Level

Targets mastered in treatment go to: Close Target ?

Targets mastered in baseline go to: Close Target ?

Maintenance A (Weekly)

- Close Target
- Maintenance A
- Maintenance B
- Generalization

If you do not want items to flow through the maintenance tiers, you may choose for targets to simply “close” and it will be removed from the current target list.

Next on the **Maintenance Criteria** page, you can adjust the specific criteria which an item must meet to either move up or down through your maintenance lists. Set the number of probes you would like to be performed in order for an item to pass/fail. You can choose items to be promoted to a higher (less frequently probed) level, or be demoted to a lower (more frequently probed) level.

Maintenance Criteria ?

Initial Level

Targets mastered in treatment go to: Maintenance A ?

Targets mastered in baseline go to: Maintenance B ?

Maintenance A (Weekly)

Demotion ?

Incorrect Probes 2 Out of 3

Demote To Re-Open Target

Promotion ?

Correct Probes 4 Out of 5

Promote To Maintenance B

Maintenance B (Monthly)

Demotion ?

Incorrect Probes 2 Out of 3

Demote To Maintenance A

Promotion ?

Correct Probes 4 Out of 5

Promote To Generalization

Generalization (Semi-Monthly)

Demotion ?

Incorrect Probes 2 Out of 3

Demote To Maintenance B

Promotion ?

Correct Probes 4 Out of 5

Promote To Close Target

You can also choose an item to be flagged for re-opening. When an item fails to meet your maintenance criteria at the lowest level, the status of the item would then be displayed as “Failed in Maintenance.”

Daily Living > Functional Skills Targets				All Ready Baseline In-Treatment Mastered In-Maintenance Closed				
◆ ◆ TARGET (CLICK FOR GRAPH) ?	◆ STATUS	◆ BASELINE ?	◆ DATE OPENED ?	◆ DATE MASTERED	◆ TYPE	◆ OPEN ORDER	◆ ACTIONS ?	
▶ Address a letter SD: Write the address	Generalization	N/A	08/01/2012	02/20/2013	DTT	manual	Actions	
▶ Clean up after meal SD: Clean up	On Hold	🛑	10/21/2011	-	DTT	manual	Actions	
▶ Folding Laundry SD: Fold the [item]	Failed in Maintenance	🛑	Open Target	-	DTT	manual	Actions	
▶ Make a Snack (PB&J) SD: Let's make [snack]	In Baseline	📈	Open Target	-	Task Analysis	manual	Actions	
▶ Seat belt SD: Buckle up for safety!	Baselined	🛑	Open Target	-	DTT	manual	Actions	

You can view a list of failed items in the “Failed in Maintenance” widget, on the student’s **Overview** tab.

Overview
Skills Acquisition
Behavior Reduction
Documentation
Analysis & Reporting
Data Entry
Setup

Daily Snapshot of Austin Michaels

Recently Mastered Targets

TARGET	DATE OPENED	DATE MASTERED
Counting out loud : 1-10	-	03/06/2013
Words : Mom	07/12/2011	02/26/2013
Task Analyses : Washing Hands	02/21/2011	02/26/2013
Task Analyses : Empty Trash	08/11/2011	02/26/2013
Echoic Sounds : "Meh"	08/31/2012	02/26/2013
Functional Skills : Address a letter	08/01/2012	02/20/2013
Bugs : Baseline Bug	01/18/2013	02/20/2013
Bugs : Fluency Bug	01/18/2013	01/25/2013

Failed In Maintenance

TARGET	DATE FAILED
Labeling Colors : Gray	12/13/2012
Labeling Colors : Gren	12/13/2012
Labeling Household Items : Desk	12/13/2012
Labeling Household Items : Lamp	12/13/2012
Community Helpers : Bus Driver	12/13/2012
Labeling Household Items : Front Door	10/08/2012
Labeling Household Items : Freezer	10/08/2012
Labeling Household Items : Computer	10/06/2012

Trial Counts Today

Average Trial Cou

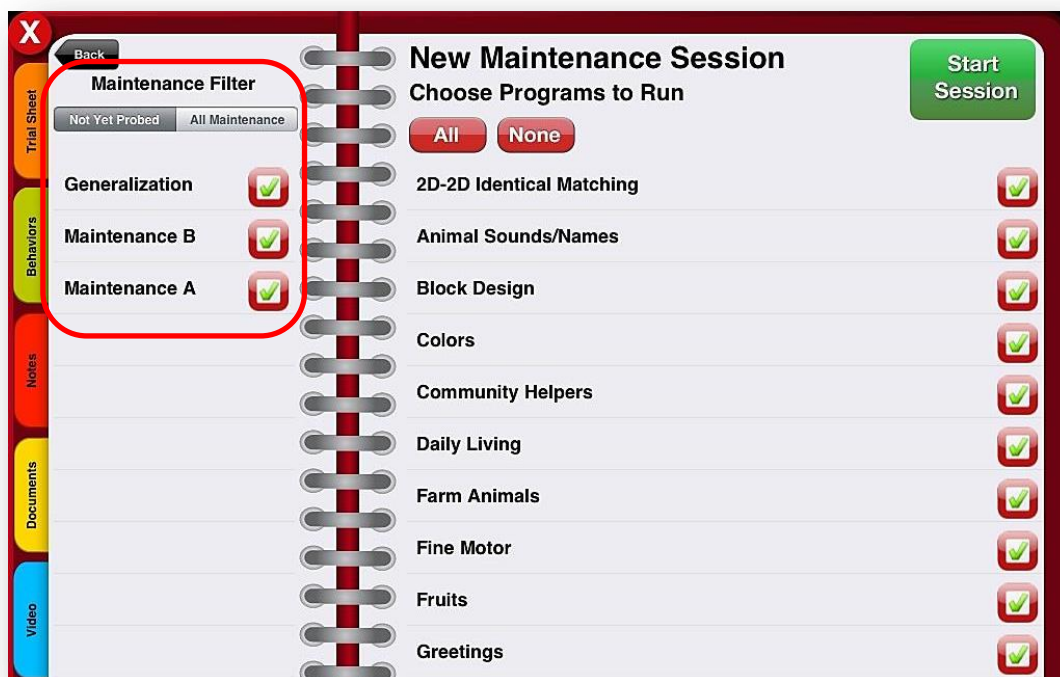
SCORING MAINTENANCE DATA ON YOUR DEVICE

From your device, select your student’s notebook and touch the Maintenance button.



The Maintenance Session Page allows you to control the items which appear in your maintenance session. By checking the boxes, you can choose which individual maintenance lists to probe, or you can run all lists in one session.

By selecting the “Not Yet Probed” Maintenance filter, the maintenance session will only run maintenance items that are untested for that maintenance interval. You can also choose to run a session that includes all maintenance items, (both probed and uprobed) by selecting the “All Maintenance.”



For example, when a target goes into *weekly* maintenance, it will have the option to be probed once per week. As soon as the target is scored, it will disappear from the “Not Yet Probed” list for one week (resetting on the following Monday). If you would like to score the target again, you can change the filter from “Not Yet Probed” to “All Maintenance.”

SUPPORT

For additional support for all of your maintenance questions, please email support@datafinch.com.